

ADVERTISEMENT FOR EXISTING OFFICE SPACE, SPACE UNDER CONSTRUCTION, OR PLANNED OFFICE SPACE

PART B OF ADVERTISEMENT:

The State of Washington is soliciting proposals for the following: (1) existing office space, (2) office space under construction, and (3) planned office space. (Definitions provided below).

Solicitation Overview:

An administrative and service delivery facility for the Employment Security Department, consisting of approximately 17,075 square feet (SF) of BOMA usable air-conditioned office space with provisions for up to approximately one hundred and twenty (120) parking stalls.

The facility must be within the following geographical boundaries:

The Lakewood City Limits with preference given to the area encompassed by 112th Street, to Gravelly Lake Drive, to Steilacoom Boulevard, to Lakeview Drive, to Pacific, to Bridgeport Way, back to 112th Street.

Project Number: 317-10-03

Closing Date: February 20, 2004

Definitions:

- **Existing Office Space** is defined as a building, with at a minimum:
 1. Footings, foundations, and a roof in place, meeting the advertised square footage, or
 2. Footings, foundations, and a roof in place for 70 percent of the advertised square footage and the demonstrated ability to meet the advertised square footage requirements; andThe proposer must ***provide written documentation of*** control of the property through valid purchase or option to purchase contract, or fee ownership or long-term lease.
- **Space Under Construction** is defined as a project, with at a minimum:
 1. A building permit, and
 2. A loan commitment (or proof of funds) necessary to complete the project, andThe proposer must ***provide written documentation of*** control of the property through valid purchase or option to purchase contract, or fee ownership or long-term lease.
- **Planned Office Space** is defined as a project with, at a minimum:
 1. Authority from the controlling municipality to proceed with the construction of the project, as contained in the following:
 - (a) Site plan approval, or local equivalent to proceed with the specific project, and
 - (b) SEPA determination of non-significance (DNS) for the specific project, or
 - (c) Mitigated determination of non-significance (MDNS) for the specific project, and
 2. Lender's letter of credit or letter of interest.
 3. The proposer must ***provide written documentation*** of control of the property through valid purchase, or option to purchase contract, or fee ownership, or long-term lease.

- **Previously Occupied Space** is defined as a project involving either:
 1. An office building previously occupied by the State of Washington, or
 2. Vacant office space within a building caused to be built by the State of Washington

A. Submittal of Written Proposals

All proposals submitted in response to this advertisement must demonstrate that the proposed buildings will meet or exceed the state's **Leased Space Requirements, January 1999 edition**, by the proposed occupancy date. **Only the state's standard lease document will be used.** These documents may be obtained by contacting the Department of General Administration's Division of State Services (DSS) / Real Estate Services at 360-902-7373 or by accessing GA's Home Page at <http://www.ga.wa.gov/res>. For more project specific information, contact the project lead Andrew Jenkins at ajenkin@ga.wa.gov or (360) 902-7372.

Although the state encourages brokers to submit proposals, the state does not retain real estate brokers or pay commissions. Brokers or agents **must** include documentation from the **legal owner(s)** of the property authorizing the broker's or agent's submittal with each proposal. This documentation must clearly state the name of the legal owner, the name of the authorized broker or agent, and the location of the building and it must be signed and dated by the legal owner.

Space must be architecturally barrier-free to people with disabilities and in compliance with the latest standards.

PROPOSALS WITHOUT REQUIRED DOCUMENTATION AND/OR NOT MEETING THE ABOVE DEFINITIONS SHALL BE CONSIDERED NON-RESPONSIVE AND SHALL BE REJECTED.

B. Specifications of Requirement

The Employment Security Department desires a move-in date to begin on or before October 1, 2004, for approximately 17,075 square feet (SF) of BOMA usable air-conditioned space with provisions for approximately one hundred and twenty (120) parking stalls.

Lease Term: Please provide a rental rate for both a five year lease term AND a ten year lease term. **Note:** **All state leases must include language that permits the termination of such leases if (a) sufficient funds have not been appropriated by the Legislature with any biennial budget for the purpose of paying rent for such leases in the next occurring biennium; or (b) the Governor issues an Executive Order mandating an emergency reduction in funding.** Proposed rates must be for a building that meets our Leased Space Requirements and must be described as Fully Serviced or Unserviced, according to the definitions provided below. **The State of Washington will not accept proposals that do not comply with the definitions provided below:** *Please Note: Any term exceeding five (5) years is subject to the approval of the Director of General Administration.)*

Lease Rate Definitions:

Fully Serviced Lease Rate: Lessor pays for all building expenses and operating costs. These expenses and operating costs include, but are not limited to: property taxes and property assessments, insurance, storm water, water, sewer, irrigation water, garbage collection, electricity, natural gas, elevator service, janitorial service (including interior and exterior window washing), restroom supplies, light bulbs and fluorescent tubes (for all interior and exterior lighting fixtures), landscaping maintenance, parking lot maintenance, building maintenance and repair (as described in our Standard Lease Document), and property management.

Unserviced Lease Rate: Lessor pays for property taxes and property assessments, insurance, storm water, irrigation water, elevator service, landscaping maintenance, parking lot maintenance, exterior light bulbs and tubes, building maintenance and repair (as described in our Standard Lease Document), and property management.

The proposal must clearly state whether the Lessee or the Lessor will be expected to pay for each of the following expenses: water, sewer, garbage collection, electricity, natural gas, janitorial service, restroom supplies, light bulbs and fluorescent tubes for interior fixtures.

Written proposals (faxed copies not accepted) must be submitted no later than Friday, February 20, 2004, addressed to:

Bid Clerk, Project # 317-12-03
Department of General Administration
230 General Administration Building
Post Office Box 41015
Olympia, Washington 98504-1015

C. Building and Site Information

1. Location

- Exact street address (if not yet assigned, locate from the nearest intersection)
- Assessor's Parcel Number
- Specific Zoning Description and any potential constraints or restrictions in the use of the building. This information will be verified with the local jurisdiction prior to acceptance of the proposal.
- Description of immediate vicinity in terms of existing uses.
- Identify other tenants in the building or complex and their activities.

2. Parking

- What is the applicable zoning code ratio for parking at the facility?
- How many parking spaces are located off-street and on the building site that will be available to the agency? How are the stalls designated? (i.e. standard, compact)
- How many barrier-free parking spaces are located on the site?
- Is there parking available on-street within a two block radius of the building? If so, is it metered?
- If any of the proposed parking spaces are located off-street and off-site, state the distance from the facility and describe the pedestrian route from parking lot to building. Is the pedestrian route of travel ADA accessible?

- Will there be a cost for the parking? If so, what is the monthly cost per stall?
- 3. Public transportation**
 - What is the distance to the nearest bus stop?
 - What is the frequency of the bus service at the nearest bus stop?
 - What is the pedestrian route from the bus stop to the front door of the building? Is the pedestrian route of travel ADA accessible?
 - Is the nearest bus stop accessible to mobility impaired individuals?
 - 4. Accessibility to major highway routes of travel**
 - What is the distance to the nearest freeway interchange?
 - 5. Downtown Revitalization (Include ONLY if applicable to project)**
 - Is the building located within a designated Downtown Revitalization area? If yes, applicable documentation from the local jurisdiction must be included.
 - 6. Historical Preservation (Include ONLY if applicable to project)**
 - Does the building qualify as a historic preservation site? If yes, applicable documentation from the local jurisdiction must be included.
 - 7. Flood Plain Zone**
 - Is the site located within a flood plain? Provide reference source.
 - 8. Exterior Design**
 - Describe the exterior design of the building. Provide photograph if possible. Existing buildings that will be substantially remodeled/renovated must include preliminary architectural renderings.
 - 9. Interior Design**
 - Is the proposed space located on multiple floors? If so, please describe.
 - Provide live and dead floor load capacity.
 - 10. Size of Space**
 - What is the proposed square feet of available office space? Please use BOMA definitions and indicate if BOMA usable, BOMA rentable or BOMA gross.
 - What is the rentable to usable ratio of the proposed building?
 - If the proposer requires a lease rate based on BOMA rentable then building plans showing common areas, building openings, and BOMA calculations must be provided.
 - 11. Heating, ventilation, air-conditioning (HVAC)**
 - All HVAC systems will be required to meet the service and performance standards of the Leased Space Requirements, January 1999 edition (if any). Provide a detailed description of the existing system including its age, capacity, and energy source. If the system will be upgraded or replaced, provide details of proposed upgrade and/or system.
 - 12. Energy Efficiency**
 - Has there been an energy audit performed on the proposed building? If yes, when?

- Describe the current energy saving and efficiency measures, such as building shell insulation, insulated glass, and energy source.

13. Lighting

- All lighting systems will be required to meet the Leased Space Requirements, January 1999 edition (if any). Provide a detailed description of the existing lighting system and fixtures in regards to the state's Leased Space Requirements (if any). If the system/fixtures will be upgraded, please provide details.

14. Date Building will be available for occupancy

- What is the proposed first date of occupancy, including space modifications in accordance with the Leased Space Requirements, January 1999 edition (if any)?

15. Availability of lessor's architect.

- Will lessor provide an architect to the agency for space planning purposes at their sole cost and expense?

16. Lease Rate:

- Please provide the lease rate in accordance with sections A and B herein above. *Note: any lease term exceeding five (5) years is subject to the approval of the Director of General Administration.*
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All proposers must respond to **each item** listed above in submitted proposals. **Proposals missing any portion of the requested information may be considered non-responsive and may be rejected.**

D. Evaluation Criteria

Responses to this proposal will be evaluated and scored after the project team has viewed all of the proposed buildings. The evaluation criteria include, but are not limited to the responses given to the above questions, building efficiency and performance, impact on the community and the suitability of the proposed facility to the program needs. Samples of the Evaluation Forms can be obtained from the State's project lead identified in Section A of this advertisement.

E. Hazardous Material and Energy Assessment

Each location is subject to a hazardous substances assessment and environmental audit. If an environmental audit is required, it shall be completed at the sole cost and expense of the property owner. Failure to meet required assessment criteria will be grounds for not considering the proposal further.

F. Prevailing Wage

The apparent successful proposer will be required to pay the prevailing rate of wage to workers on this project unless exempted by the Department of Labor and Industries per RCW 39.04.260.

G. Space Planning and Architectural Documents

Design development drawings and performance specifications will be provided by the State. The State will require the apparent successful proposer to furnish architectural construction documents to meet the state's Leased Space Requirements (if any). A General Administration (GA) Architect will oversee the design development and management of any remodeling.

The Apparent Successful Proposer will be required to furnish the following:

- Accurate as-built drawings showing structural elements such as shear walls, columns, braces, electrical services, plumbing lines, HVAC unit locations and main ducts inside the space. These plans will be utilized during space plan development.
- An accurate plan of the proposed building and its interior layout in the format specified;
- The final construction documents as required by the local jurisdiction building officials for building permit and construction.

H. Reservations

The state reserves the right to lease space which, in its opinion, best meets its need, rental rate considered. The state reserves the right to waive minor irregularities contained in any proposal. The state also reserves the right to, at any time and in its sole discretion, reject any or all proposals. Should the state, in its opinion, be unable to find satisfactory space, the state may re-advertise for existing office space, office space under construction or for planned office space, or perform a market search, and/or amend the project/space requirements.